



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

License for manufacturing of insecticides

Agriculture Department



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1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) **Applicants can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

**TNSWP website
(www.tnswp.com)**

**Toll free number
and Mail Id**



The screenshot shows the TNSWP Home Page with the following details:

- Browser Address Bar:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Page Header:** A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English
- Navigation Menu:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Main Content:**
 - TAMIL NADU** Leading the Nation
 - #1** Number of Factories in India
 - #1** Number of Operational SEZs in India
 - #1** Governance & Political Stability (N-SIPI 2019)
 - #1** International and Domestic Tourist Arrivals
 - #1** Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
 - #2** Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)
 - #2** Second Largest Economy in India
 - #2** Best Governed State (Public Affairs Index 2020)
 - #2** Job Creation Under IBPS Scheme
 - #2** Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)
- Footer:** Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless. [TN Single Window Fee Slab for Large Industries](#)

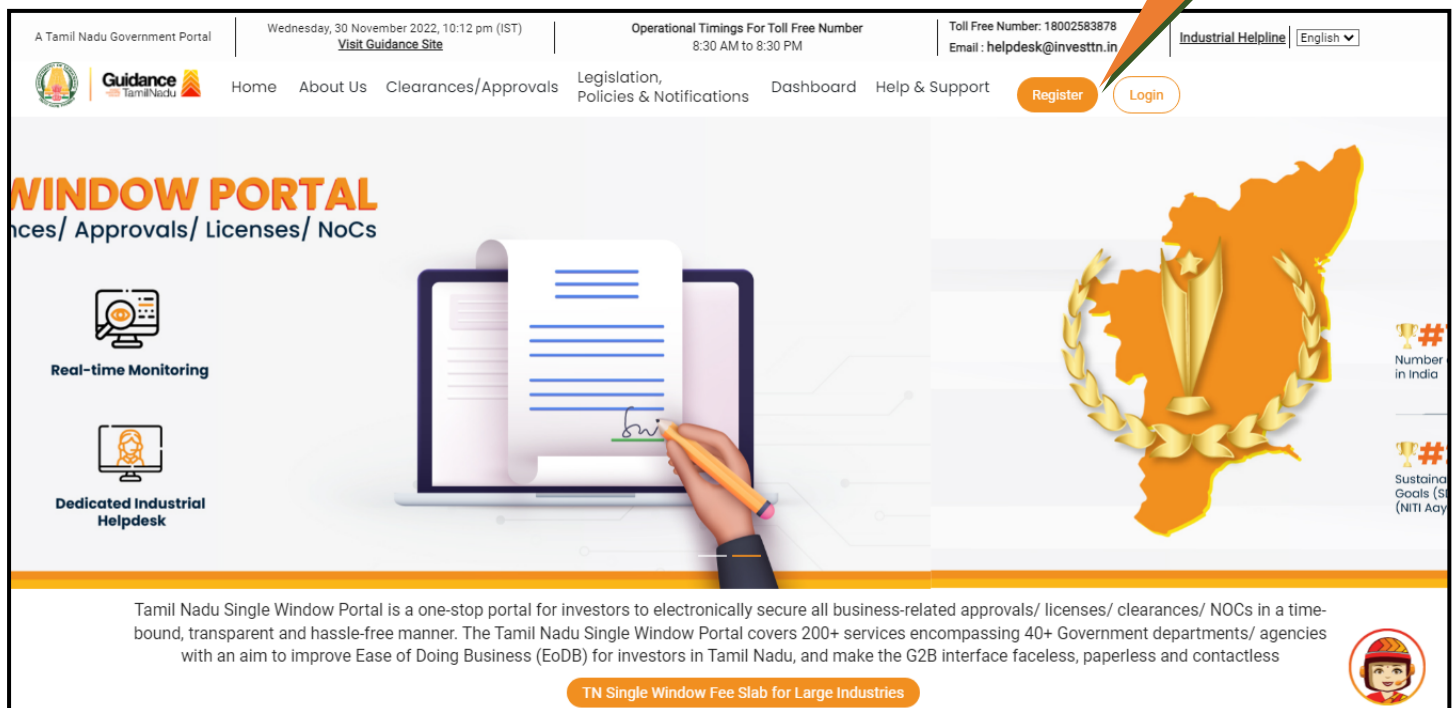
Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.

**Register
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

Guidance TamilNadu | Home | About Us | Clearances/Approvals | Legislation, Policies & Notifications | Dashboard | Help & Support | Register | Login

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

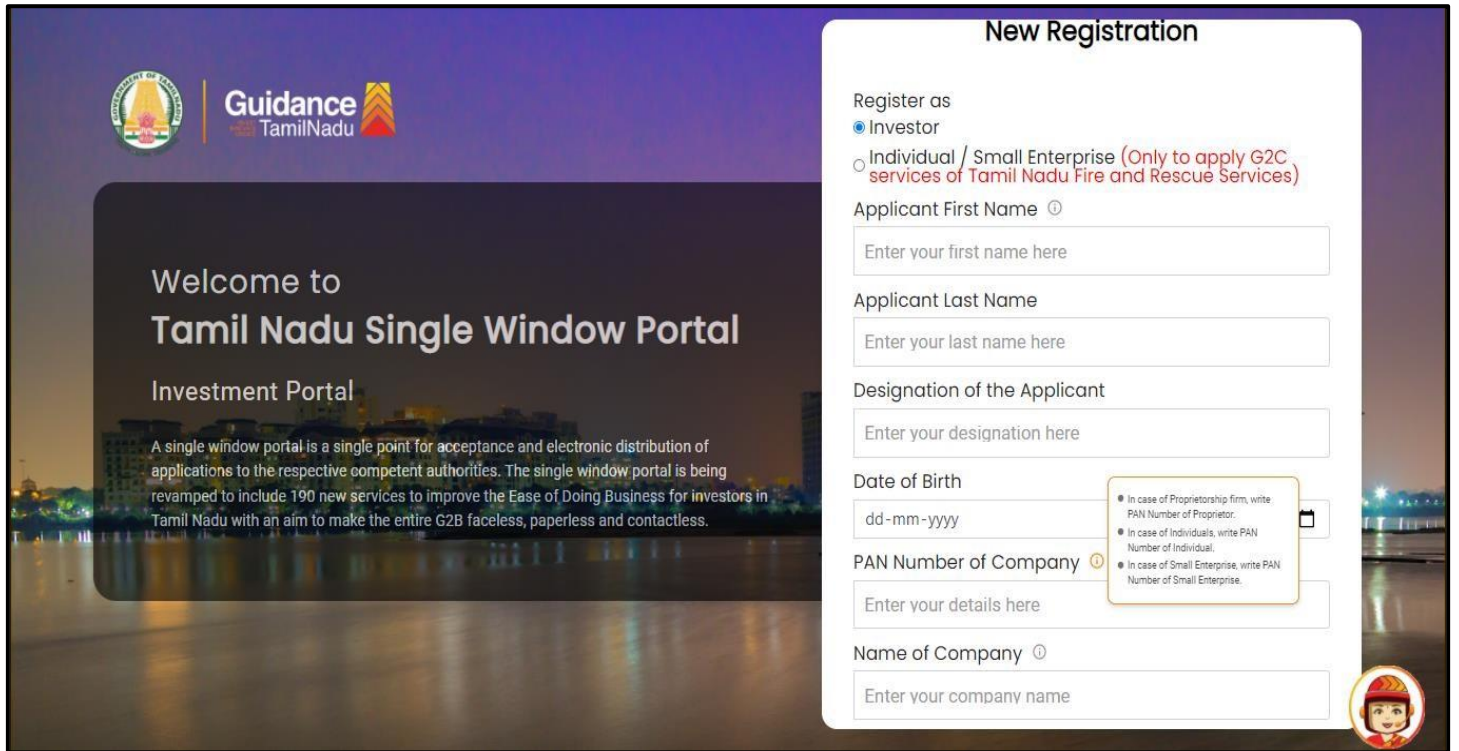
Real-time Monitoring
Dedicated Industrial Helpdesk


Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

New Registration

Register as
 Investor
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

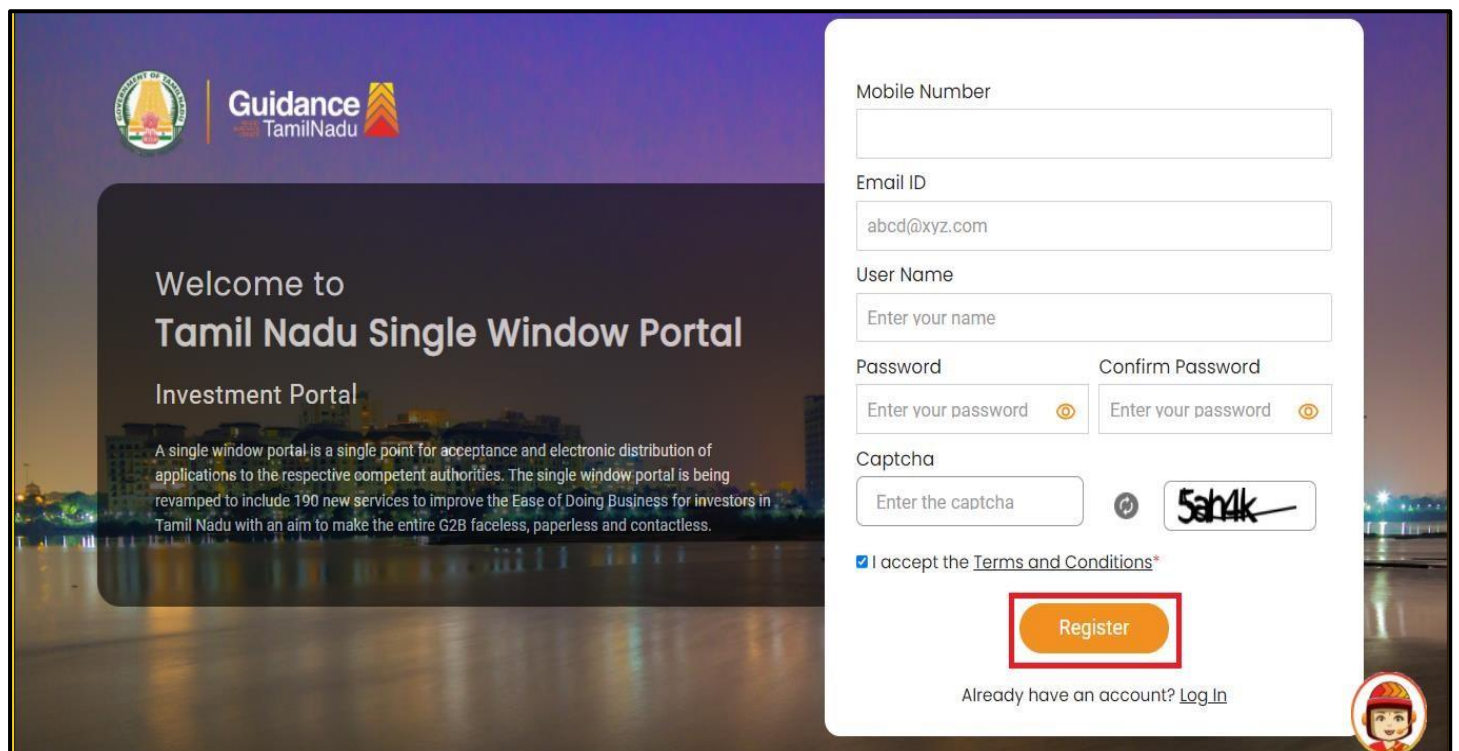
Designation of the Applicant


Date of Birth
 In case of Proprietorship firm, write PAN Number of Proprietor.
 In case of Individuals, write PAN Number of Individual.
 In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company

Name of Company

Figure 3. Registration Form





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal


A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

I accept the [Terms and Conditions](#)*

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
 - **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the **'Verify'** button.

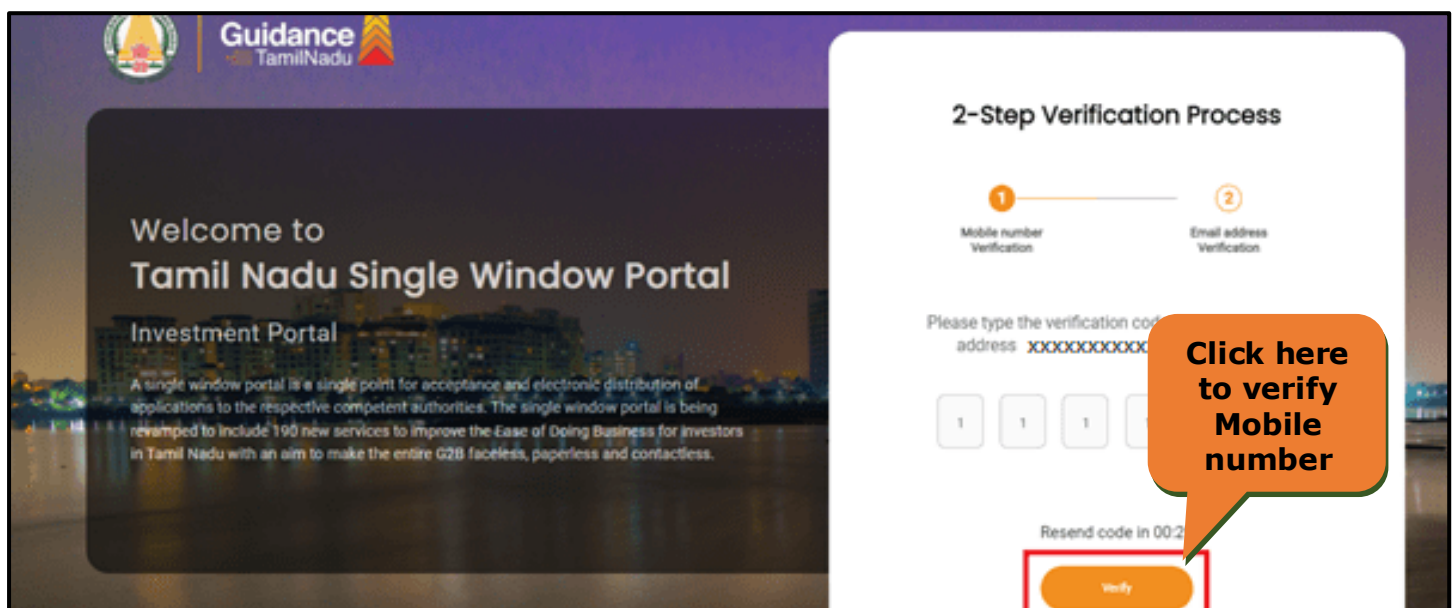


Figure 5. Mobile Number Verification

- o **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the **'Verify'** button.

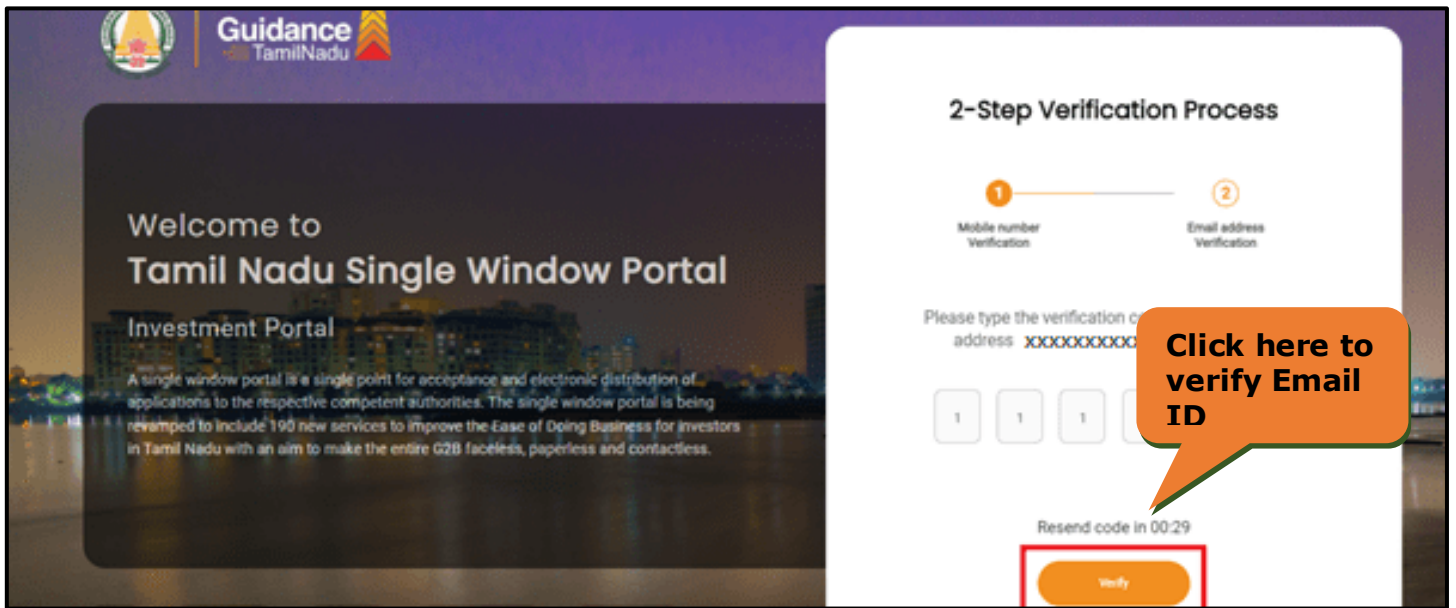


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

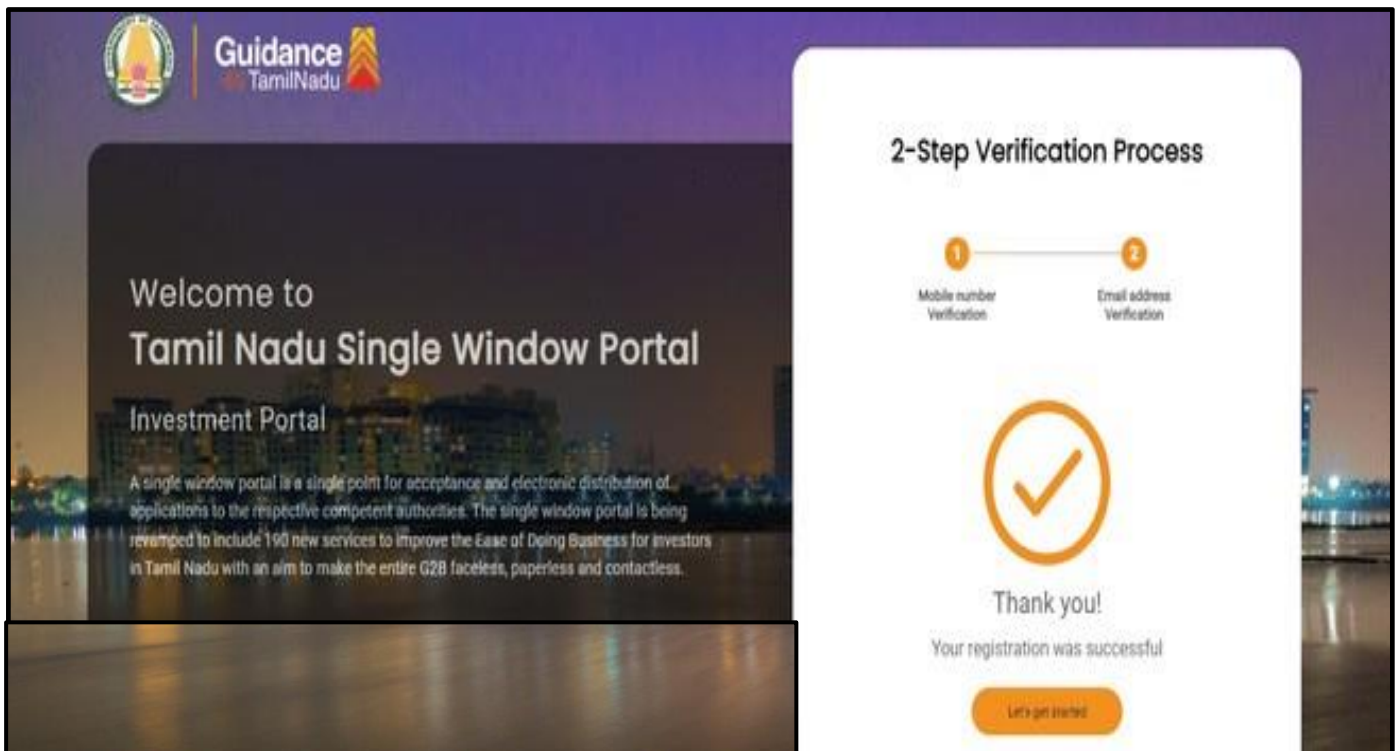


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

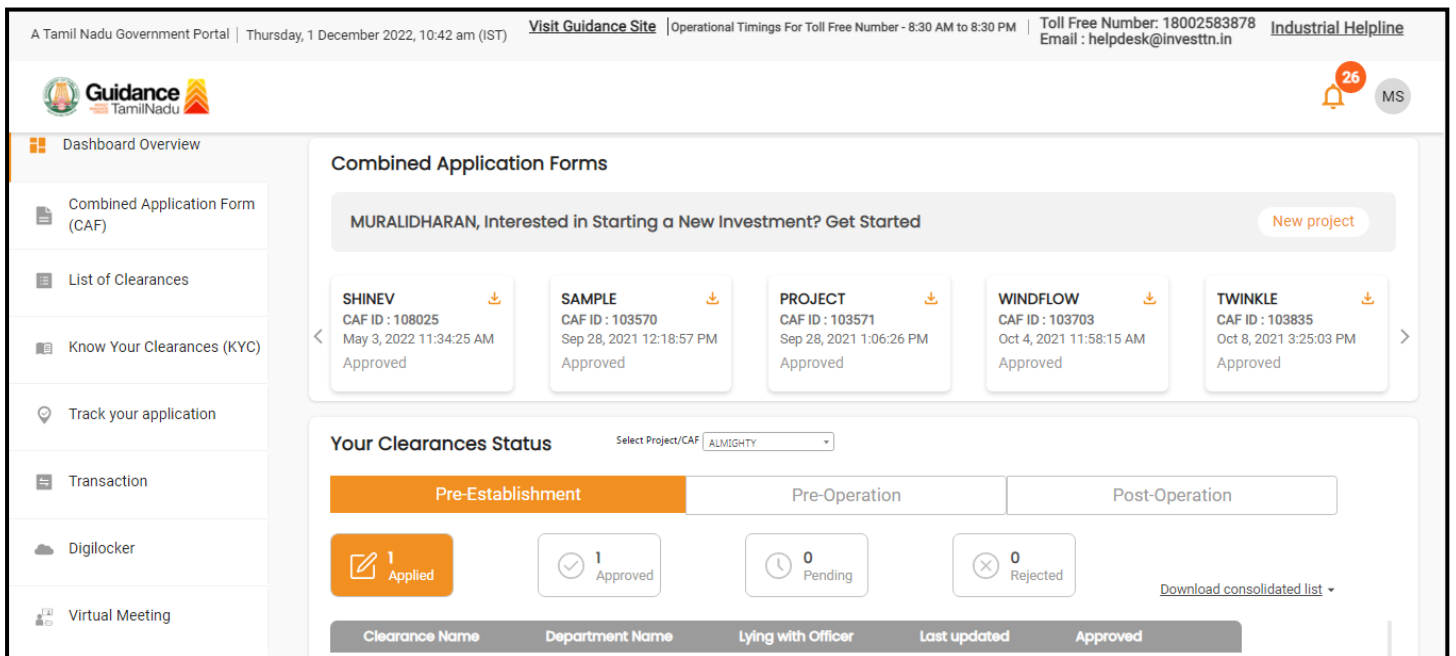
Login to TNSWP



Figure 8. Login

5. Dashboard Overview

- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.



The screenshot displays the dashboard overview for a user named MURALIDHARAN. The interface includes a navigation sidebar on the left and a main content area. The main content area is divided into several sections:

- Combined Application Forms:** A header for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five application cards, each representing a different project:

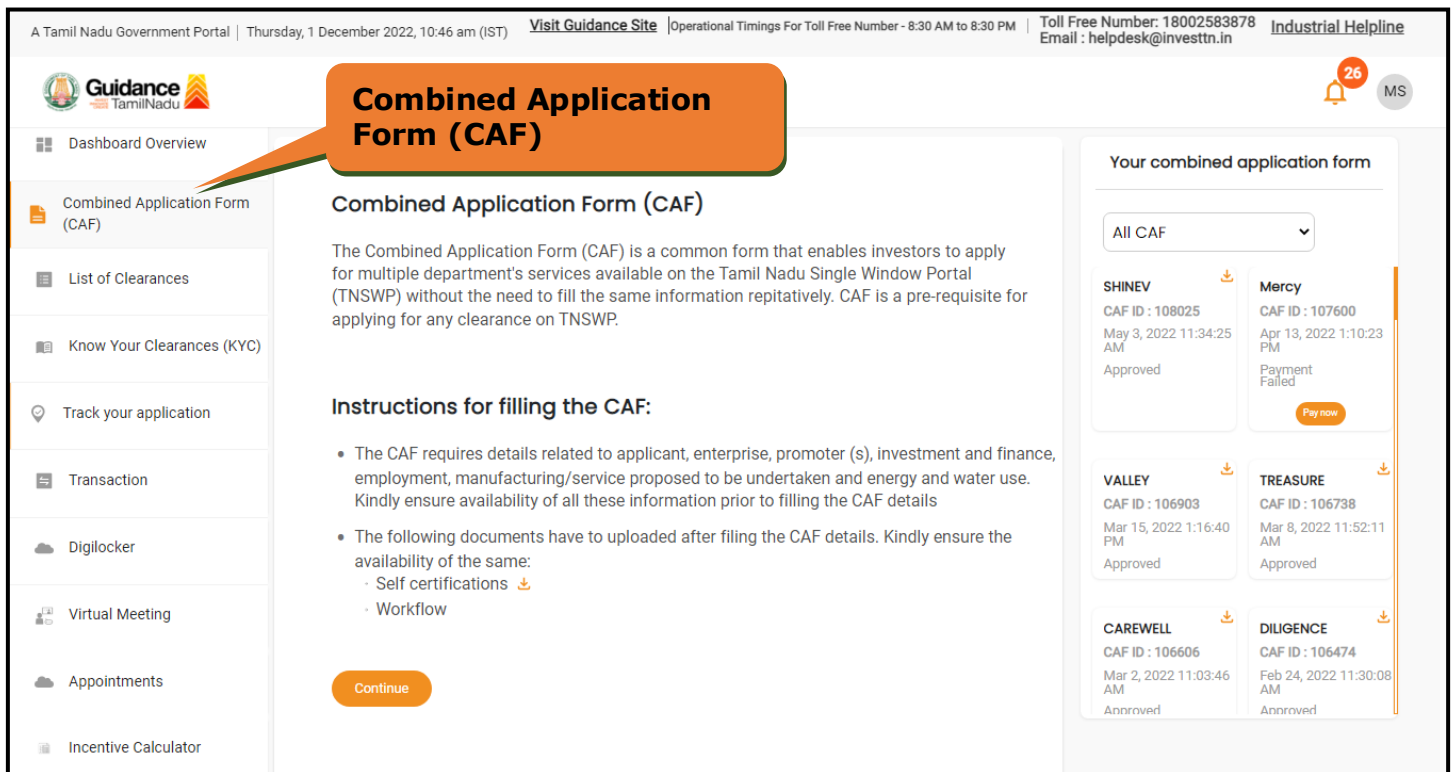
Project Name	CAF ID	Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103885	Oct 8, 2021 3:25:03 PM	Approved
- Your Clearances Status:** A section with a dropdown menu for 'Select Project/CAF' (currently set to 'ALMIGHTY'). It displays a summary of clearances across three stages:

Stage	Applied	Approved	Pending	Rejected
Pre-Establishment	1	1	0	0
Pre-Operation	0	0	0	0
Post-Operation	0	0	0	0
- Table Header:** A table header is visible at the bottom of the dashboard, with columns: Clearance Name, Department Name, Lying with Officer, Last updated, and Approved.

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | [Industrial Helpline](#)
 Email : helpdesk@investtn.in

Combined Application Form (CAF)

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.

Instructions for filling the CAF:

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

[Continue](#)

Your combined application form

All CAF

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).



Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

The screenshot displays the Guidance TamilNadu portal interface. At the top, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar is a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing Utilities, 6. Supporting Documents, and 7. CAF Payment. The current step is 7. A confirmation message box is overlaid on the page, stating: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message box, there is a "Payment Details" section with a "Choose your preferred Fee slab" option, where "Lump sum" is selected. The "Amount to be paid (in INR)" is set to 500000, with "Five Lakh" written below it. A "Calculate Fee" button is visible.

Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for License for manufacturing of insecticides

1. Click on “List of Clearances”

List of Clearances

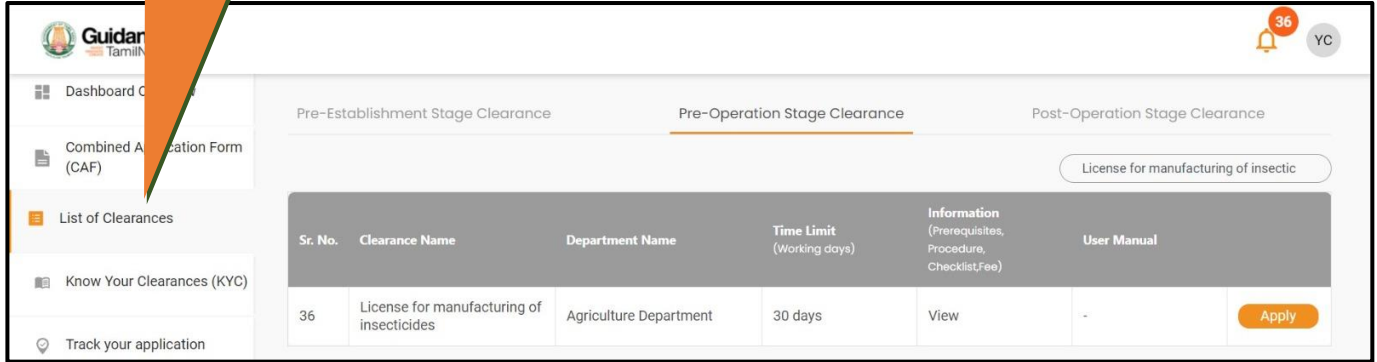


Figure 13. List of Clearances

2. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘License for manufacturing of insecticides’ by using Search option as shown in the figure given below.

Pre-Operation Stage Clearance

Search for Clearance

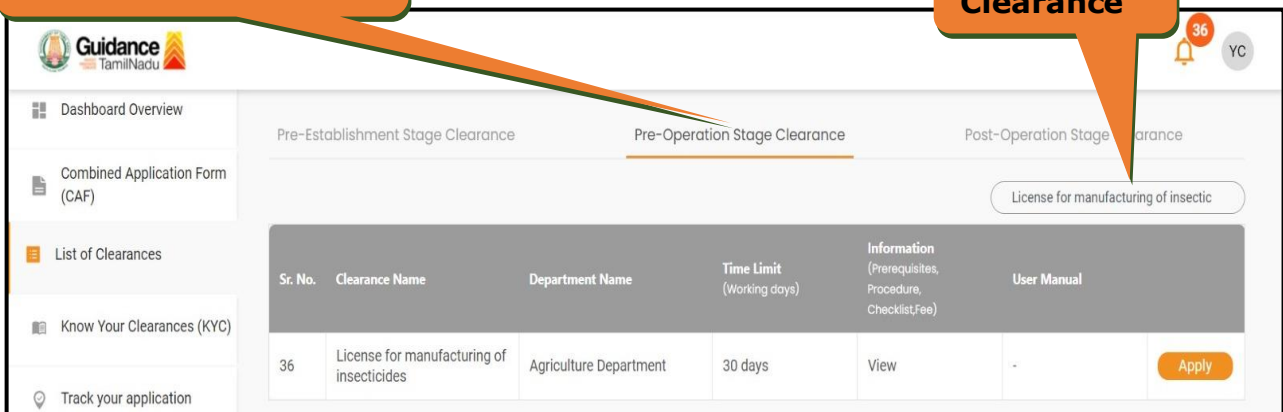


Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

Apply for Clearance

The screenshot displays the Guidance TamilNadu dashboard. The main content area is titled 'Pre-Operation Stage Clearance' and shows a search bar with the text 'License for manufacturing of insectic'. Below the search bar is a table with the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
36	License for manufacturing of insecticides	Agriculture Department	30 days	View	-	Apply

An orange callout box with the text 'Apply for Clearance' points to the 'Apply' button in the table.

Figure 15. Apply for Clearance

1) Select **PROJECT / CAF** from the drop-down menu.

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name Agriculture Department	Name of the Clearance License for manufacturing of insecticides
--	---

Select Project/CAF *

Demo 1

Close

Click on Apply

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to License for manufacturing of insecticides.

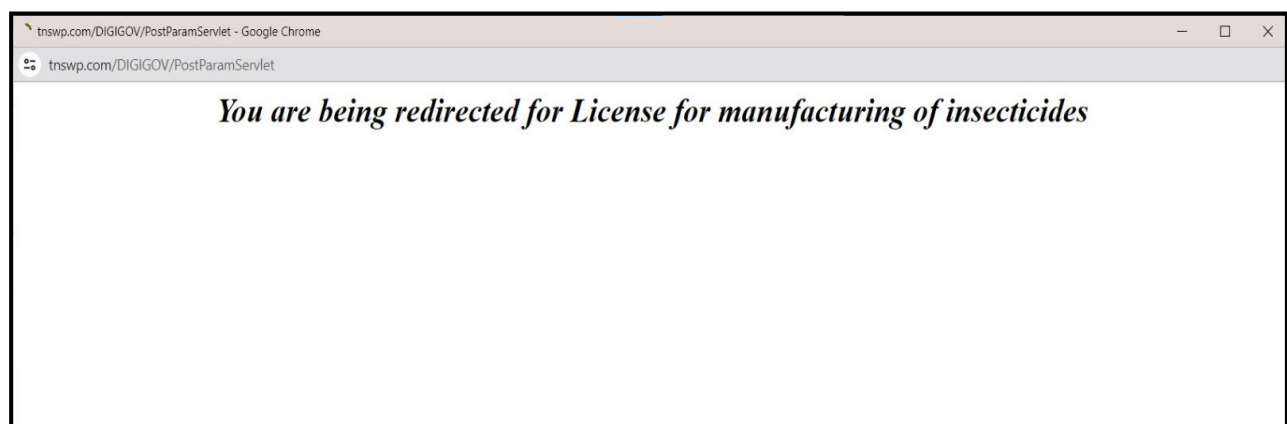


Figure 17. License for manufacturing of insecticides

3) Enter all the mandatory details in the application for License for manufacturing of insecticides.

Not secure tnagriculture.in/pesticides/manufacture/newApplication

Pesticides Enforcement Management Information System (PEMIS)
Department of Agriculture - Farmers Welfare

காற்று வடிவம் 100

Home Apply License Fee Details Track Application Contacts Supporting documents Login

Apply License for Manufacturing of Insecticides / பூச்சிக்கொல்லி உற்பத்திக்கான உரிம விண்ணப்பம்

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

Receipts Head Code : 0401 00 107 AA 22722

Applicant Name / விண்ணப்பதாரர் பெயர் * VIJAY

Mobile Number / கைபேசி எண் * 9884256008

Land Line Number / தொலைபேசி எண் 04427661229

Email ID / மின்னஞ்சல் முகவரி * vijay@gmail.com

Aadhaar Number / ஆதார் எண் * 451265201530

GST Number / ஜிஎஸ்டி எண் * 294ABC123423132112

Applicant Address / விண்ணப்பதாரர் முகவரி

House Number / வீட்டு எண் * 250

Street Name / தெரு பெயர் * JANANI NAGAR

District / மாவட்டம் * Chennai - சென்னை

Block / வட்டாரம் * Anna nagar - அண்ணா நகர்

Village / கிராமம் * Anna nagar - அண்ணா நகர்

Pincode / அஞ்சல் குறியீடு * 600017

Manufacturing Premises Address Details / உற்பத்தி வளாகத்தின் முகவரி விவரங்கள்

Company Name / நிறுவனத்தின் பெயர் * ABC COMPANY

Status of Firm / நிறுவனத்தின் நிலை * Registered Limited Company

House Number / வீட்டு எண் * 12

Street Name / தெரு பெயர் * ANBAZHAGAN NAGAR

District / மாவட்டம் * Chennai

Block / வட்டாரம் * Perambur

Village / கிராமம் * Perambur

Pincode / அஞ்சல் குறியீடு * 600012

Office Address Details / அலுவலக முகவரி விவரங்கள்

Same Manufacture Address

House No / வீட்டு எண் * 134

Street Name / தெரு பெயர் * GANDHI STREET

District / மாவட்டம் * Chennai

Block / வட்டாரம் * Thiruvanniyur

Village / கிராமம் * Thiruvanniyur

Pincode * 600001

Submit / சமர்ப்பிக்க Reset

Click on
'Submit'

Figure 18. Apply License for manufacturing of insecticides

8.Payment Process

- a. Once the status has 'Action Button' under 'Track your application' and make the payment by clicking on
- b. The User has the provision 'SBI' or 'PAYGOV'
- c. After the payment 'Under Process'

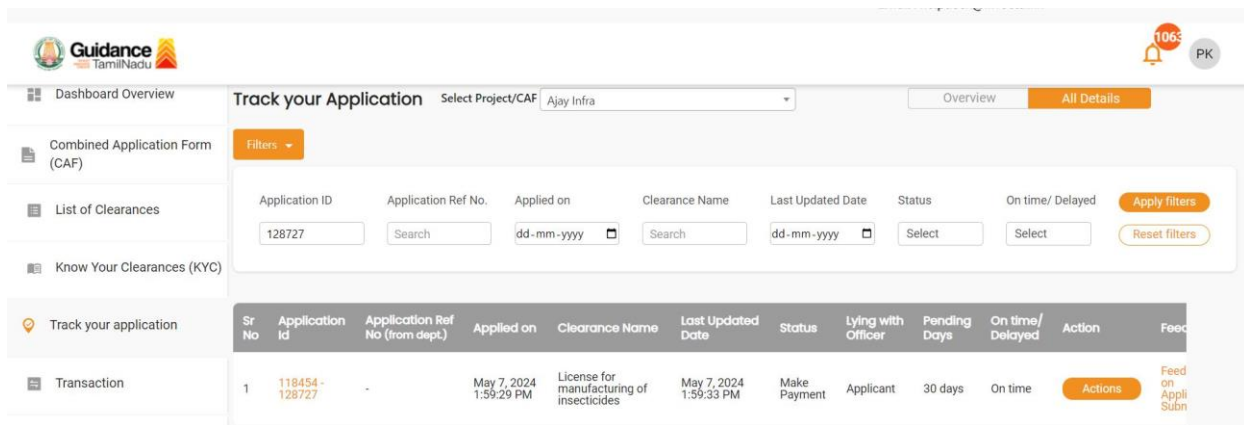


Figure 19. Make Payment

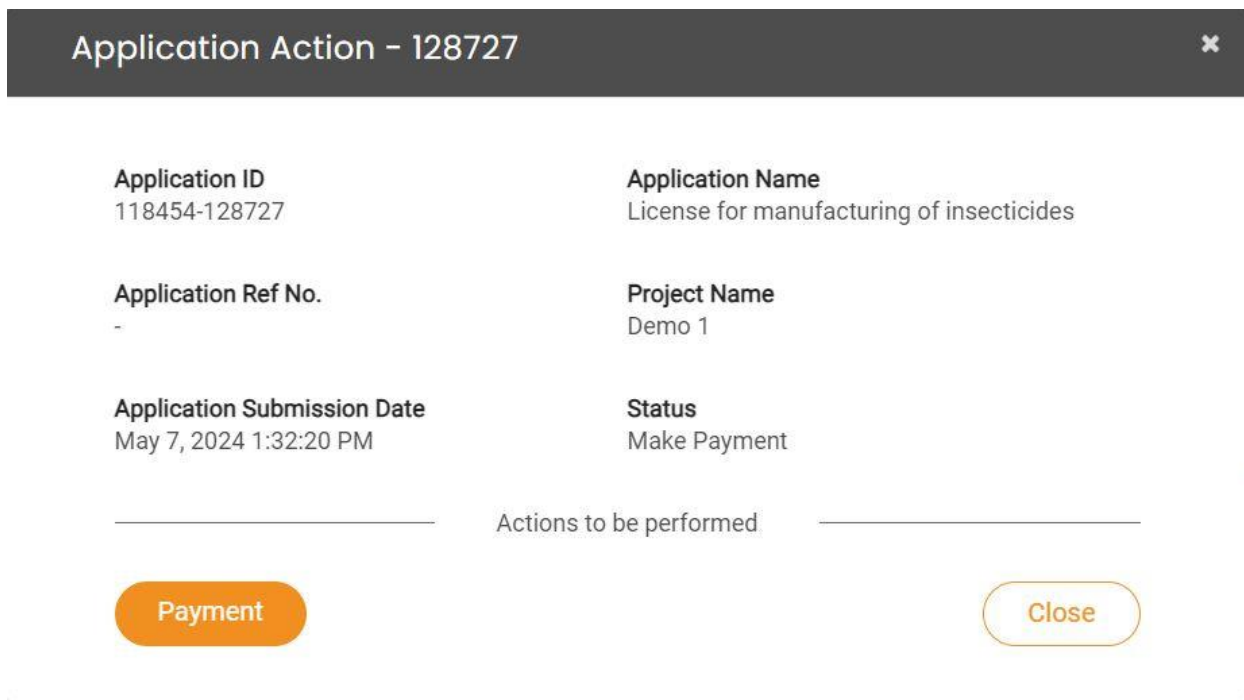


Figure 20. Click to Proceed Payment Process

E Challan - Google Chrome
 Not secure https://103.59.16.41/challan/deptchallan/

Government of Tamil Nadu
 Department of Finance – Treasuries and Accounts

Kalanjiam

Challan Details

Challan No: Department TXN No.: 100020270 Challan Date:

Department Details

Department*: Public Works - Buildings District*: PAO (Chennai East) DDO Office Name*: PA to Director of Boiler, PWD, Chennai
 DDO Code*: 43011112 Dept. Office Name: Dept. Office Code:

Period Details

From Date: To Date:

Remitter Details

Remitter Type*: Others Remitter Code: 30 Remitter Name*: VIJAY VIJAY
 PAN: Contact No: 9884256808 Block/Street*: Jayanthi Nagar
 City*: Chennai State*: Tamil Nadu Pincode: 600018
 Aadhar No: Email ID:

Service Rendering Department: 03902

Service Details

Receipt Type*	Sub Type*	Acct Code*	Amount*	Department Ref.No.	Remarks
17	Renewal of Welder Qualificat	023000103AA22719	5	132272	

Challan Amount*:

Payment Details

Select Bank for Payment: Payment Method: Online Offline

This site is being maintained by Department of Treasuries and Accounts. © 2023 Department of Finance, All Rights Reserved.

SBI ONLINE
 ructions from CBDT, we are migrating SBI Payment gateway from existing OLTAS Income Tax Payment functionality(maintained by NSDL) to new Income Tax Portal(TIN 2.0 Portal) from 1st April 2023. Existing E

Personal Banking Corporate Banking / yono BUSINESS

Username & Password are case sensitive

User ID*
 newuser2

Virtual Keyboard

~	!	@	#	\$	%	^	&	*	()	-	=		
.	0	1	2	3	4	5	6	7	8	9	-	=		
w	t	q	r	e	u	y	p	i	o	[]			
s	a	g	d	f	j	h	k	[]		/			
c	v	x	z	m	n	b	<	>	:	;	'	"		
CAPS LOCK						CLEAR						?	-	=

Disclaimer

The privacy contract is between you and the service provider. Bank is only facilitating the payment mechanism and is not responsible for any discrepancy by the service provider

- Click here to abort this transaction & return to the merchant site
- Mandatory fields are marked with (*)
- Do not provide your username and password other than this page
- Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- Reversal/Refund of failed merchant payment usually take 1-2 days. Kindly wait for minimum 24 hours before raising a complaint.
- Please ensure your account has sufficient balance
- Please ensure valid OTP is keyed-in
- Please ensure to complete the payment transaction well within time limit

VeriSign
 This site is highly secured with 256 - bit encryption certified by VeriSign

Application Submitted

- 1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

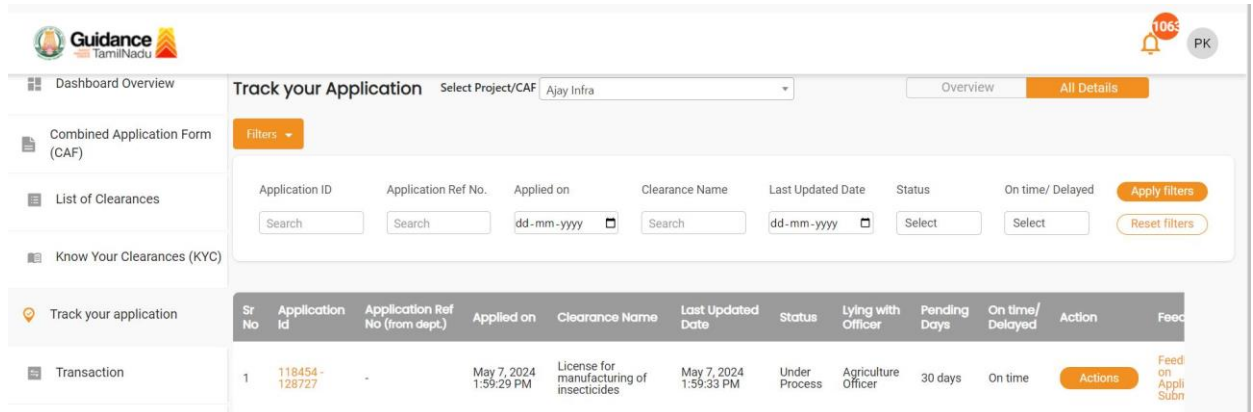
The screenshot displays the 'Track your Application' page. On the left is a navigation menu with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area is titled 'Track your Application' and includes a 'Filters' dropdown and search fields for 'Application ID', 'Application Ref No.', 'Applied on', and 'Clearance Name'. Below the filters is a table with the following data:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	118454-128727		May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Assistant Plant Production Section	30 days	On time	Actions	Feed on Appli Subn

An orange callout bubble with the text 'Status Changed to Under Process' points to the 'Under Process' status in the table.

Figure 21. Status of the Application

2) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

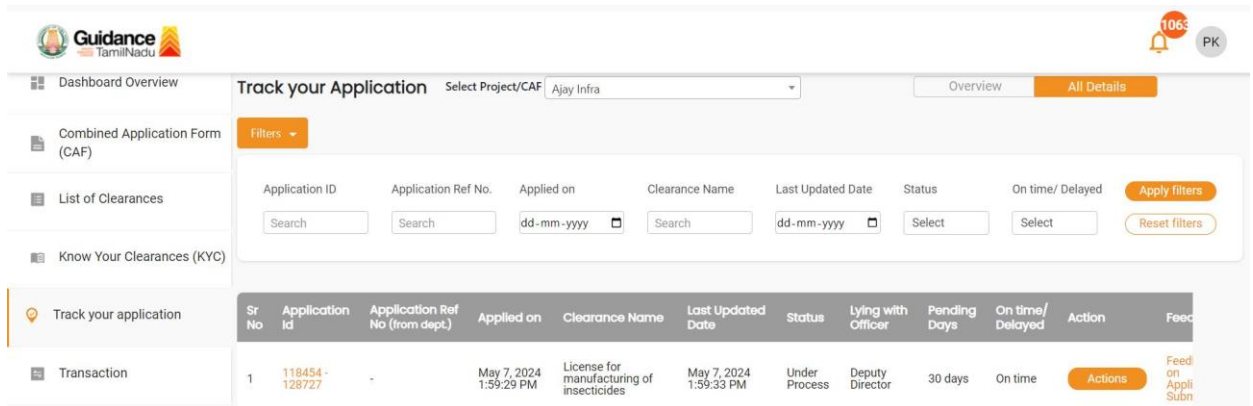


The screenshot shows the 'Track your Application' page. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application (selected), and Transaction. The main content area is titled 'Track your Application' and includes a dropdown for 'Select Project/CAF' (Ajay Infra) and tabs for 'Overview' and 'All Details'. Below this is a filter section with search boxes for Application ID, Application Ref No., Applied on, Clearance Name, and Last Updated Date, along with dropdowns for Status and On time/ Delayed. A table below displays the application status:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	118454 - 128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Agriculture Officer	30 days	On time	Actions	Feed on Appli Subn

Figure 22. Status of the Application

- 3) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Feed
1	118454-128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Deputy Director	30 days	On time	Actions	Feed on Appli Subn

Figure 23. Status of the Application

9. Query Clarification

- 1) After submitting the application to the Commissionerate of Municipal Administration, the Revenue Inspector reviews the application and if there are any clarifications required, the Revenue Inspector would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicant could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button respond to the query as shown in the below figure.

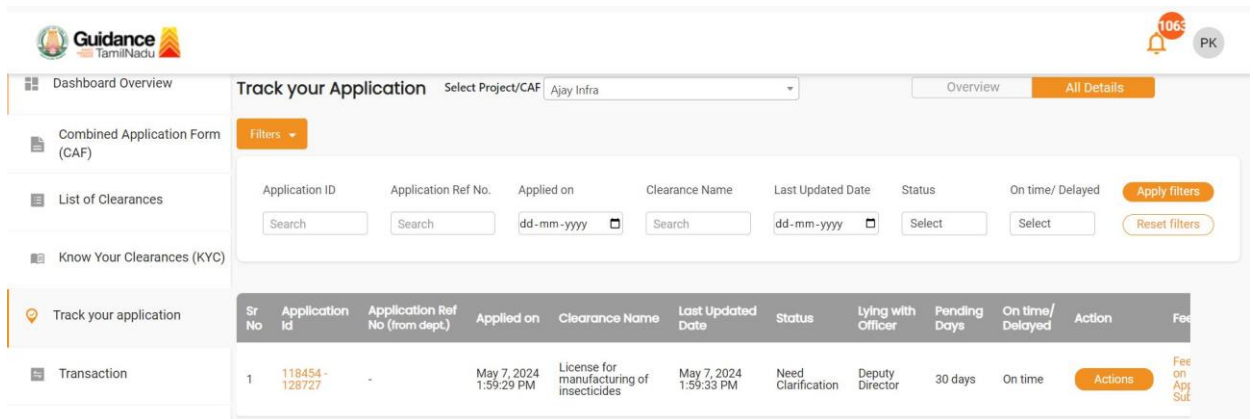


Figure 24. Need clarification

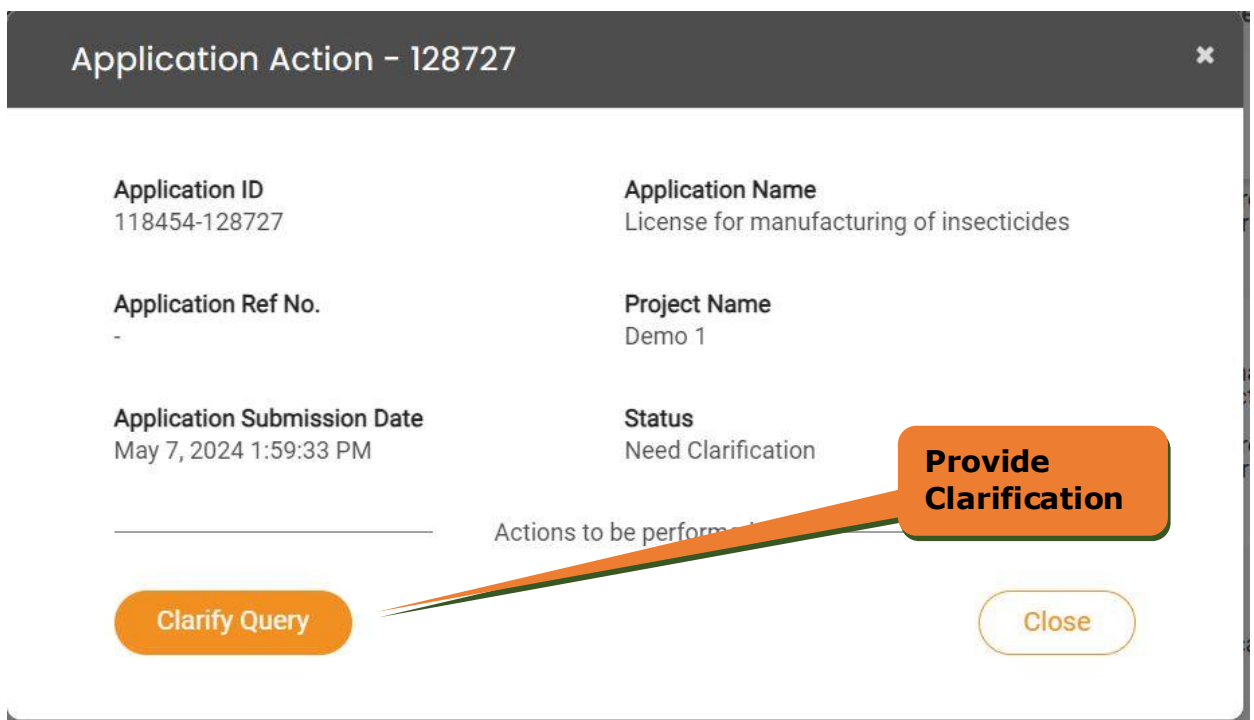


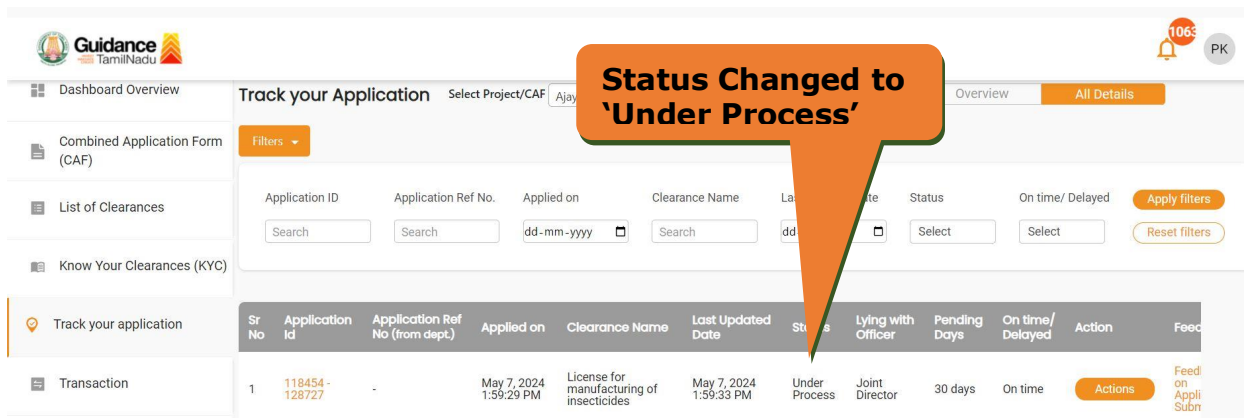
Figure 25. Provide Clarification

- 5) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.

- 8) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 9) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

Application Submitted

After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



The screenshot shows a web dashboard for tracking applications. A callout bubble highlights the status 'Under Process' in the table below.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed on Appli Subm
1	118454 - 128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Joint Director	30 days	On time	Actions	Feed on Appli Subm

Figure 26. Status of the Application

10. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	118454 - 128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Joint Director	30 days	On time	Actions	Feed on Appli Subn

Figure 27. Track Your Application

- **Track your application– ‘All Details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

All Details Options

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	118454 - 128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Joint Director	30 days	On time	Actions	Feed on Appli Subtr

Figure 27. ‘All Details’ tab

11. Inspection Schedule

- a. The department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 22).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 23).
- c. After the Inspection is completed, the Junior Engineer submits the Inspection report to the Assistant Engineer for Review

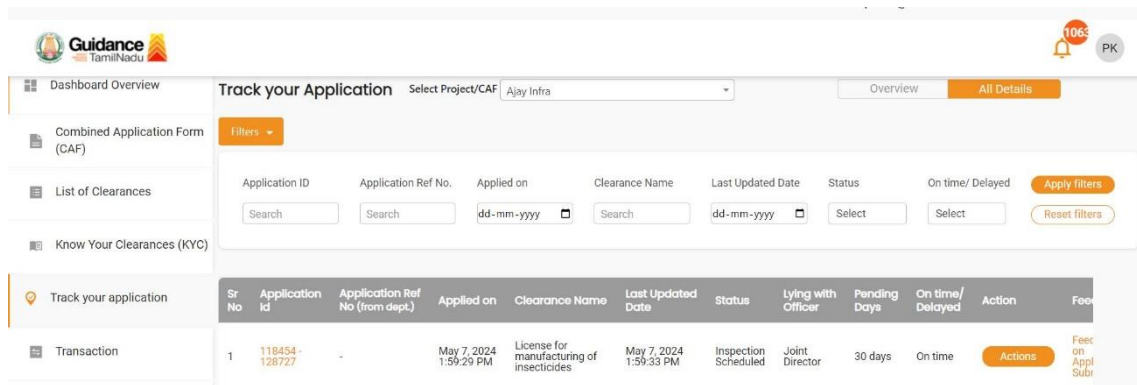


Figure 28. 'Inspection' tab

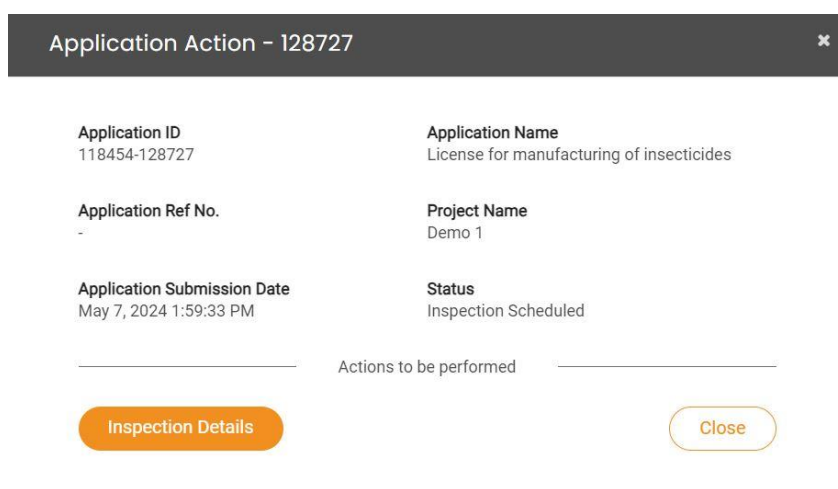


Figure 29. 'Inspection Scheduled'

Application Submitted

After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

The screenshot shows the 'Track your Application' page. The top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '1063', and a user profile 'PK'. The main header shows 'Track your Application' with a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. There are tabs for 'Overview' and 'All Details'. A 'Filters' dropdown is visible. Below the filters, there are search boxes for 'Application ID', 'Application Ref No.', 'Applied on', and 'Clearance Name', along with date pickers and 'Apply filters' and 'Reset filters' buttons. The main content area displays a table with the following data:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	118454 - 128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Under Process	Joint Director	30 days	On time	Actions	Feed on Appli Subr

Figure 30. Under Process

12. Application Processing

- 1) The Deputy Director scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

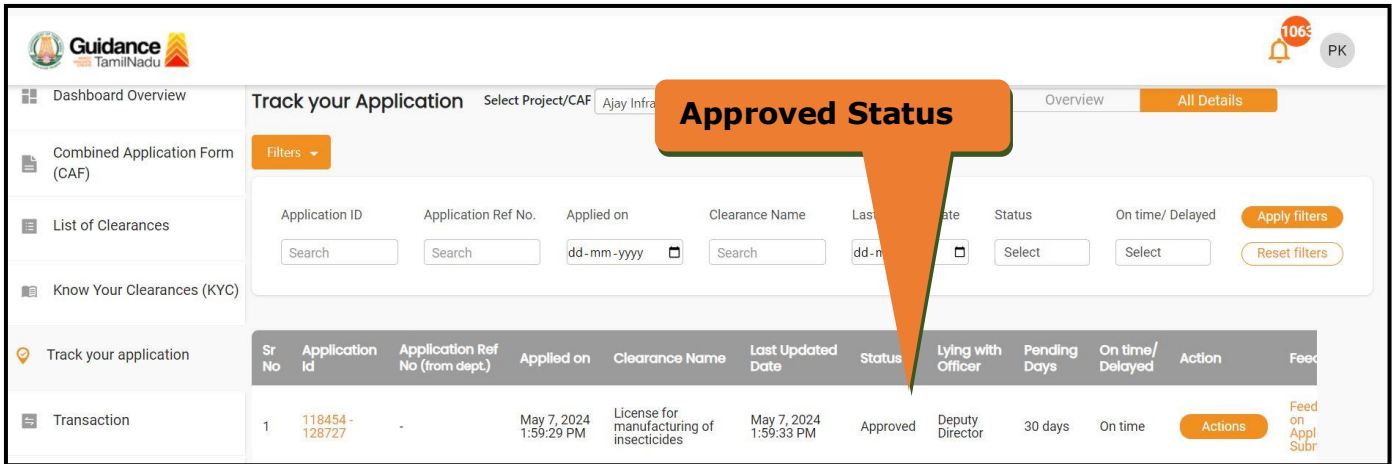


Figure 31. Application Processed

- 2) If the application is **‘Approved’** by the Deputy Director, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 31)

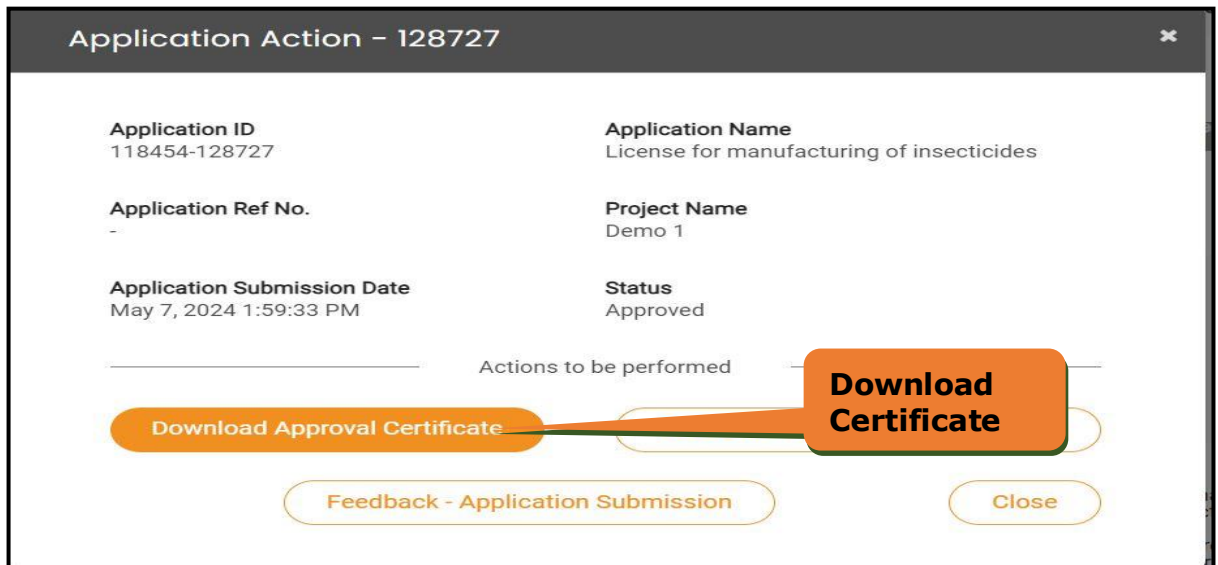


Figure 32. Download Certificate

3) If the application is '**Rejected**' by the Deputy Director, the applicant can view the rejection remarks under the Actions Tab by the Deputy Director. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 33)

The screenshot shows the 'Track your Application' page. The application status is 'Rejected'. An orange callout box with the text 'Rejected Status' points to the status cell in the table. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	118454-128727	-	May 7, 2024 1:59:29 PM	License for manufacturing of insecticides	May 7, 2024 1:59:33 PM	Rejected	Deputy Director	30 days	On time	Actions	Feed on Appli Subn

Figure 33. Rejected Status

